



King Charles School

Access to School Site - Policy statement June 2017

King Charles is fully committed to the health, safety and well-being of all pupils, staff and visitors. This policy aims to outline the rules and guidelines for safe access to and from our school site, and has been set with the safety and security of your children as a top priority.

We ask for your co-operation at all times. **This access to school site policy also applies to Tregenver Field.**

Context - School day

KS1	9.00am - 3.10pm	
KS2	8.50 am - 3.15 pm	Staff on duty 8.35am - 8.50am
Nursery:	8.30am - 11.30am and 12.00pm - 3.00pm	

Access

- All access on to or off the school site for pupils and parents is on foot, through either of the two pedestrian gates on Sunny Lane or Albany Road.
- Between 9.05am and 3.00pm pedestrians can access the school Reception through the front foyer entrance on Western Terrace – please use the new entrance through the hedge and use the ramp rather than move through the car park where vehicles may be in motion.
- Pupils with bikes or scooters must dismount on entering the school site and push them to avoid collision with any pedestrians. Similarly, on leaving the site, bikes and scooters should not be ridden until outside of the school perimeter.
- The Albany Road entrance will be open at 8.45am until 9.00am when it is locked and then reopened again at 3.00pm.
- The Sunny lane entrance will be open until 9.05am when it is locked and then reopened again at 3.00pm.
- Pupils can arrive on site from 8.35am onwards; the school does not provide supervision before this time and so pupils must not arrive any earlier.
- Between 9.05am and 3.00pm all parents and other visitors must enter and exit the building through the main reception/school office area at the front of the school site via the Western Terrace entrance.
- There are Closed Circuit television (CCTV) cameras in operation around the school grounds.
- **Access to the Tregenver site is through the main gates on Tregenver Road.**

Access to School Site Arrangements

Nursery

- Access and egress from the school site is via the pedestrian gate on Sunny Lane.
- **We ask parents to please ensure they close the gate securely behind them**

Reception and Year 1

- On arrival at school all parents are welcome to bring their children in to the classroom; lessons begin at 9.00 am. Please bring your child into the classroom through the doors on the veranda. Parents should also exit the site in the same way.
- At the end of the day all parents are expected to collect their child from their classroom door and escort them safely, on foot, from the school site. Please note that staff will always be

available around the outside of the building at this time but the child's safety, wellbeing and behaviour are the responsibility of the parent.

- Staff will always work hard to accommodate individual arrangements for collection but these requests must be made by the parent in person and in advance.

Year 2

- In the morning access to the school building is through the double doors at the end of the veranda. During the Autumn term we welcome parents bringing their child upstairs into the classrooms. During the Spring we invite parents to leave their child on the veranda and encourage them to be independent at going upstairs to their classroom.
- All parents are asked to vacate the building by the time lessons start at 9.00 am
- At the end of the day all parents are expected to collect their child from the lower playground (waiting on the upper playground) and escort them safely, on foot, from the school site. Please note that staff will always be available around the outside of the building at this time but the child's safety, wellbeing and behaviour are the responsibility of the parent.
- Staff will always work hard to accommodate individual arrangements for collection but these requests must be made by the parent in person and in advance.

KS2 Years 3, 4, 5, and 6

- From the beginning of KS2, children are allowed to arrive on site at the beginning of the day and leave at the end of the day unaccompanied – this is entirely the parents' choice and responsibility.
- Pupils must enter and exit the site on foot, pushing bikes and scooters as stated previously.
- On arrival in the morning pupils assemble on the key stage two playgrounds as they are left at the gates on Sunny Lane.
- At 3.15pm Key Stage 2 staff escort their class to the playground where they are released to go home. Please note that in KS2 it is the parents' responsibility to make arrangements for pupils' journey home; pupils are not handed over directly to parents as they are in the younger year groups
- Staff will always work hard to accommodate individual arrangements for collection but these must be made by the parent in person and in advance.

Access for Staff and Authorised Visitors

- The school car park is solely for the use of school staff and authorised visitors i.e delivery vehicles, and taxis collecting/carrying **unaccompanied** children **or a taxi provided by the Local Authority**. Parents are only permitted to drive on to the school site in the case of an emergency.
- A speed limit of 5mph applies.
- Drivers of authorised vehicles must be vigilant at all times when entering and exiting the site.
- Drivers of authorised vehicles should reverse in to parking spaces.
- Contractors may use the car park **only to off load** work tools and materials before finding alternative parking nearby.

Access for Disabled Pupils

- Pupils with a **mobility** disability may enter and exit the school site in a car e.g in a taxi or family car.
- The staff car park has 1 disabled space which can be used by parents/carers of pupils with a mobility disability. (Please note this refers to pupils only, not disabled parents).

Outside School Premises

In order to ensure the safety of our children we ask that all parents and visitors take notice of the following.

Walking

- When crossing the road please make full use of the School Crossing Patrol Officer Albany Road (end of Sunny Lane) and the pedestrian crossing on Western Terrace.

Dogs

- Dogs are not permitted on any of the school sites.
- Please tether dogs well away from all school gates
- Please do not leave dogs unattended at the school gate or within Sunny Lane where there is a large volume of foot traffic.

Smoking

- We politely ask that parents refrain from smoking at the school gate.
- Smoking is illegal within any of the school grounds.

Thank you.

Parking

In order to ensure the safety of our pupils, staff, parents and visitors it is essential that a strict Car Park Policy is in place to manage parking on the school site.

All stakeholders of King Charles School use the car park as a main point of access and drivers should be constantly aware of pedestrians in the car park.

Vehicles Authorised to Enter the Car Park

Only the following are authorised to bring their vehicle in to the school car park

- Full time staff*
- One parking space is made available for the Executive head teacher and one space for the Head of School. *See plan of car park Appendix A.*
- Parents of pupils with mobility disabilities or specific medical needs (*there is one, clearly marked, designated space for disabled use only. Please note that "disabled" refers to the pupil, not the adult. No other vehicles should be parked in this space at any time. See plan of car park – Appendix A*).
- Taxis are only permitted to use the car park for drop-off/collection if working on behalf of Cornwall Council transporting unaccompanied designated pupils of King Charles School. Private hire taxis should use alternative parking and passengers to access the school grounds on foot.
- Goods delivery vehicles as individually arranged with the school.

Please note that no other vehicles are authorised to use the car park and no vehicles should be on Tregenver field.

*Due to the spaces available being limited, parking is allocated to specific full time members of teaching staff.

Use of the Car Park

When bringing a vehicle onto the school site, all users of the car park should adhere to and be aware of the following:

- Vehicles are not to exceed a speed limit of 5mph at any time.
- Cars should be parked in designated spaces only – strictly no double parking as access is required at all times for delivery and emergency vehicles.
- Cars should, wherever possible, be reversed into spaces to increase visibility when leaving the car park onto Western Terrace as egress is over a pavement.
- King Charles School and Cornwall Council are not responsible for any loss or damage to or from vehicles parked on the school site at any time.
- King Charles School reserves the right to refuse any vehicle/driver use of the car park.

Alternative Parking

Parking is available in the immediate vicinity of the school on the following streets: Wood Lane, Albany Road and Cambridge Place.

Thank you – Our children’s safety depends on your co-operation

The King Charles Access to School Site Policy was agreed by the Full Governing Board of The Killigrew Partnership at their meeting on 11th July 2017 and will be reviewed annually

Authorisation:

Position	Name	Signed	Date
Chair of Governors	Dave Nicoll		11 th July 2017

Equality Impact Assessment completed on 20th June 2016.

Appendix A

